

**NORTH DAKOTA ARMY NATIONAL GUARD  
VACANCY ANNOUNCEMENT FOR  
ON BOARD LATERAL TRANSFER**

**ANNOUNCEMENT NUMBER:** AGR-LAT-12-44 **OPENING DATE:** 10 Sep 12 **CLOSING DATE:** 18 Sep 12

**POSITION TITLE:** Admin NCO

**MOS:** 74D

**MAX GRADE:** E-5

**DUTY LOCATION:** 188<sup>th</sup> Engr Co (Vert)(-), Wahpeton, ND

**SELECTING OFFICIAL:** MAJ Anna Wittrock, OIC, HHD 231<sup>st</sup> Bde Spt BN

**WHO MAY APPLY:** Current North Dakota Army National Guard AGR Soldiers in the grade of E-5.

**HOW TO APPLY:** Applicants must forward the documents listed below to arrive in the Human Resource Office (HRO) no later than 1600 hours on the closing date indicated above.

**REQUIRED:**

- **Letter of interest:** Describe your background and your experience(s) related to the position. (2 page max)
- **DA Form 705:** A copy indicating successful completion of the APFT and height/weight within the past 12 months. If height/weight is not included on the DA Form 705, then submit a current height/weight statement from your Commander; include DA Form 5500/5501, Body Fat Content Worksheet. (if applicable).
- **NCOERs:** Include three most recent - A letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an NCOER (or not having an NCOER within the past 12 months).
- **DA Form 2-1:** Copy.

**DOCUMENTS MAY BE FORWARDED BY:**

Hand carried or mailed to:

OFFICE OF THE ADJUTANT GENERAL  
ATTN: NGND-J1-DHR-AGR-S  
Room 424  
P.O. Box 5511  
Bismarck, ND 58506-5511

Emailed to:

SFC Danita Schaefer,  
[danita.schaefer@us.army.mil](mailto:danita.schaefer@us.army.mil)

**ADDITIONAL INFORMATION:**

- (1) Vacancies eligible for fill using a lateral transfer will be announced for a period of seven *working* days. Interested Soldiers must submit the required documents to the AGR office within those seven days. The AGR Office will then forward to the selecting supervisor the documents for the applicants who are qualified for a lateral transfer.
- (2) OIC's will be notified if a Soldier from their command submits an application packet for a lateral transfer position.
- (3) If more than one Soldier is interested in the position, the selecting supervisor will complete an informal, best qualified interview process to determine the selectee. If qualified candidates are available but not selected, the selecting supervisor must justify that decision in writing and obtain approval by the applicable approving authority (ACoS/DJS).
- (4) A losing command which does not concur with the transfer must provide a written explanation of non concurrence which will be reviewed by the applicable approving authority (ACoS/DJS).
- (5) Qualification requirements:
  - a. Soldiers must meet the requirements of the AGR stabilization policy prior to lateral transfer.
  - b. The Soldier who is selected for this position will be required to become MOSQ'd for his/her follow on assignment within 12 months of reassignment.